



BUILDING EQUIPMENT TECHNICIAN I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of semi-skilled and skilled work in the maintenance, repair and alteration of facilities infrastructure.

Distinguishing Characteristics:

Building Equipment Technician I This is the entry level class in the Building Equipment Technician series. This class is distinguished from the Building Equipment Technician II by the performance of the more routine tasks and duties assigned to positions within the series including semi-skilled and skilled installation, servicing, repairing and/or maintaining City owned facilities. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Building Equipment Technician II This is the full journey level class within the Building Equipment Technician series. Employees within this class are distinguished from the Building Equipment Technician I by the performance of the full range of duties as assigned including a variety of skilled servicing, repair, maintenance and/or alteration of City owned facilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level or when filled from the outside, require prior work experience directly related to the area of assignment.

Supervision Received and Exercised:

Building Equipment Technician I Receives immediate supervision from higher level supervisory or management staff.

Building Equipment Technician II Receives general supervision from higher level supervisory or management staff.

Exercises functional and technical supervision over lower level facility maintenance staff.

Examples of Duties:

*Effective November 1988
Reviewed December 1995
Revised April 2002
Reclassified May 2005
Revised March 2006 (added polygraph & background check verbiage)*

CITY OF TEMPE
Building Equipment Technician I/II (continued)

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plans, schedules, and participates in the physical performance of the preventive maintenance program for refrigeration, heating and other mechanical building equipment.
- Places equipment in operation by manually checking various gauges and instruments and maintaining proper levels of water, oil, refrigerants, and air pressure as specified by operating and maintenance guides.
- Installs, adjusts, repairs and inspects a variety of electrical, electronic and pneumatic climate controls and valves involved in heating, ventilation, and air conditioning equipment including forced air furnaces, boilers, water pumps, chillers, air conditioning units, exhaust fans, air filters, compressors, cooling towers and heat exchangers.
- Repairs and replaces plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from water and sewer lines.
- Repairs or replaces leaking and defective roofing.
- Repairs or replaces relays, heavy duty fuses, interlocking and magnetic control circuits, alarm systems, photo and electric eyes and time clocks; measure, cut, thread and install electric conduits; cut, weld and braze light and heavy gauge metals.
- Constructs, installs, remodels and repairs a variety of facility components such as counters, tables, desks, bookshelves, cabinets, partitions, walls, windows, doors, masonry walls; construct a variety of specialized items as required; build forms; pour and finish concrete.
- Directs and performs installation, maintenance, and repairs on equipment and component parts including pneumatic and electronic controls.
- Manually repairs leaks in water, steam or refrigerant lines and coils.
- Creates and updates preventive maintenance records on equipment.

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Building Equipment Technician I/II (continued)

- Performs routine electrical repairs such as replacing HVAC parts, and checking for voltage.
- Programs and operates direct digital controllers and energy management equipment.
- Troubleshoots problems and determines corrective action to eliminate equipment malfunctions.
- Visually inspects entire system and area serviced periodically to determine proper functioning, condition, and maintenance.
- Reads and interprets sketches, diagrams, drawings and blueprints. Provides recommendations during pre-construction phase, for efficient installation and operations of building mechanical equipment.
- Repairs and installs electrical lighting systems and fixtures.
- Operates drain cleaning equipment.
- Mixes prepared paint and paints a variety of surfaces (interior and exterior of buildings).
- Oversees and maintains City master keying system with records and disbursement of all City building keys. Repairs doors, door checks and locks.
- Maintains electronic card access, records and cards.
- Tracks HVAC preventive maintenance refrigeration tracking through computer software programs.
- Assists in coordinating facility maintenance services activities with other City departments, divisions, and sections and with outside agencies.
- Monitors and maintains preventive maintenance records and logs.
- Participates in rotating paid standby schedule for weekends and holidays.
- Trains new and existing staff in established work methods to ensure conformance with accepted, industry-wide and city standards.
- Performs related duties as assigned.

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Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Building Equipment Technician I

Two years of experience in building maintenance and repair work, with proficiency in at least two of the building trades.

Building Equipment Technician II

Four years of increasingly responsible building maintenance and repair experience in two or more of the building or mechanical maintenance trades.

Training:

Building Equipment Technician I

Equivalent to the completion of the twelfth grade supplemented by approved courses for certification in refrigeration, heating, cooling or a related trades field.

Building Equipment Technician II

Equivalent to the completion of the twelfth grade and successful completion of certified coursework in refrigeration, heating, cooling or a related trades field.

Licenses/Certifications:

Building Equipment Technician I

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Building Equipment Technician II

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Building Equipment Technician I/II (continued)

Possession of, or ability to obtain Universal EPA Certification preferred for some positions. Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Additional Requirement:

Must pass police polygraph and background examination.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 8201 / 8202

FLSA: Non-Exempt